



# Homelessness Prevention and Rapid Re-Housing Program

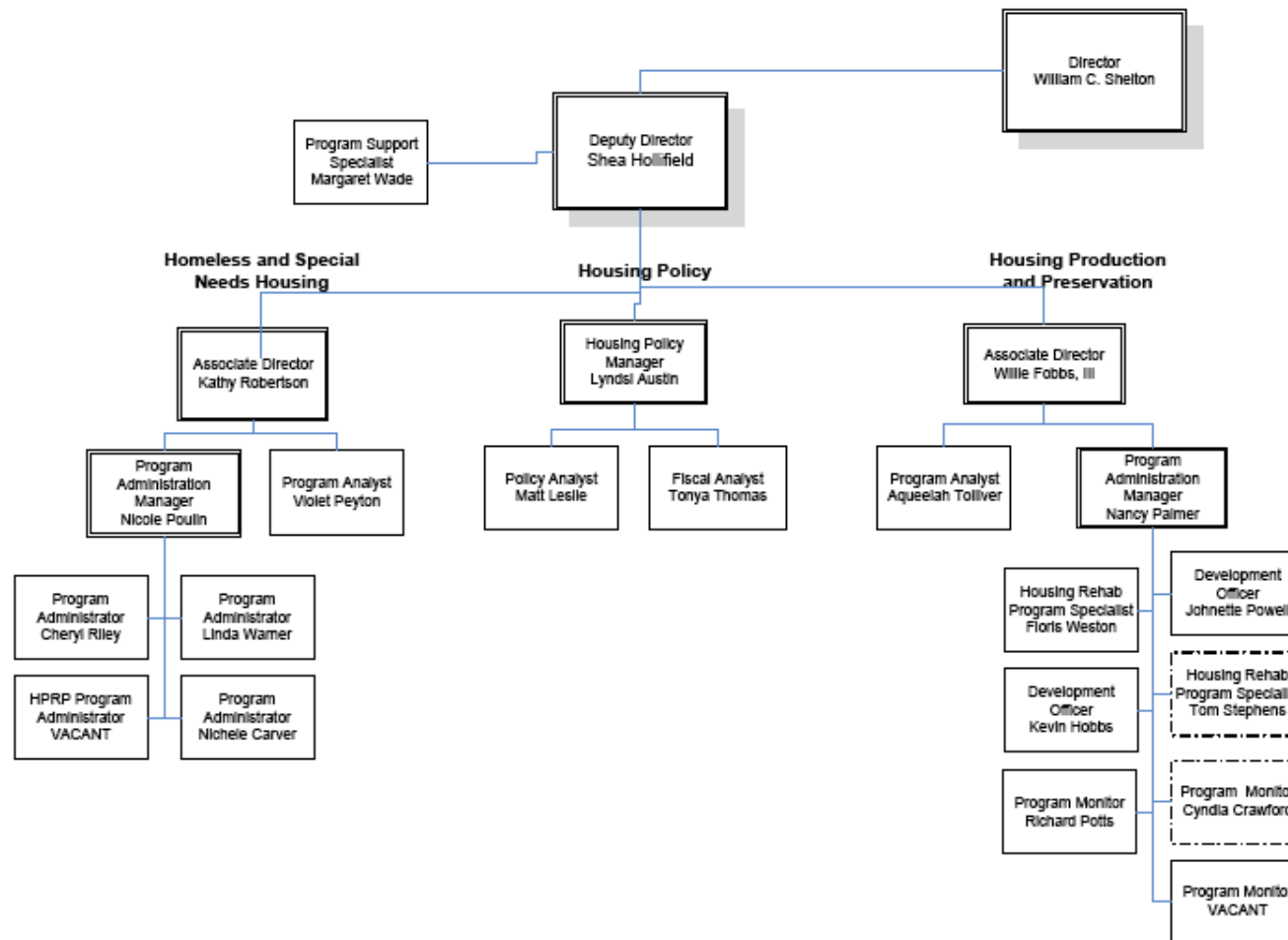
***Implementation Session***  
*September 22 and 23 , 2009*



# Organizational Chart

## Department of Housing and Community Development Division of Housing

9/2009





# Today's Session

- Overview
  - Funding decisions
  - Contracts
  - Service areas
- Outreach
- Program Participant Eligibility
- Eligible Activities
- Ineligible Activities
- Cautions
- Other Requirements
- HMIS, data collection, and reporting requirements
- Programmatic and financial monitoring
- Q & A
- Wrap up



## Homelessness Prevention and Rapid Re-Housing Program (HPRP)

- Part of American Recovery and Reinvestment Act
- DHCD and 13 entitlements in Virginia will receive funds
- DHCD to receive approximately \$11.4 million
- HPRP is focused on housing for homeless and at-risk households
- **Not a mortgage assistance program**



## Funding Levels

- DHCD will have a total of \$11,040,512 available for funding
- Competitive Application Process
- Two-year grants
- Year-two contingent on year-one performance

HPRP Costs Limits	
<i>Cost Category</i>	<i>Limits as Percentage of Total Award</i>
Financial Assistance	At least 68 percent
Housing Relocation and Stabilization Services	25 percent or less
Data Collection and Evaluation (HMIS)	5 percent or less
Administrative Costs	2 percent or less



## DHCD Funded HPRP Sub-grantees

Accomack-Northampton PDC  
Action in Community Through Service  
Appalachian Community Action &  
Development Agency  
Arlington County  
Community Touch  
Council of Community Services  
Hampton-Newport News CSB  
Helping Overcome Poverty's Existence  
H.O.P.E. Community Services, Inc.  
Improvement Association  
Isle of Wight County DSS  
Loudoun County DFS

Lynchburg Community Action  
Mercy House  
New River Community Action  
Northern Shenandoah Valley  
Regional Commission  
People Incorporated of Virginia  
Reston Interfaith  
Suffolk DSS  
Support to Eliminate Poverty  
Thurman Brisben  
Total Action Against Poverty  
Virginia Supportive Housing



## But remember other HPRP Entitlements

HPRP Entitlement Localities*
Alexandria
Arlington
Chesapeake
Chesterfield
Fairfax County
Henrico
Newport News
Norfolk
Portsmouth
Prince William
Richmond
Roanoke
Virginia Beach

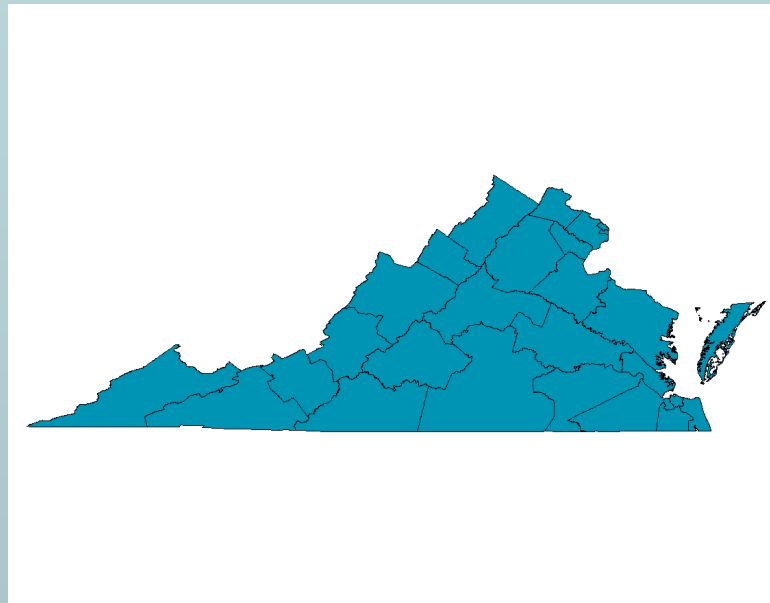
State-funded  
HPRP must  
coordinate  
with HPRP  
entitlement  
funding.

\*Virginia localities not listed above are non-entitlement areas.

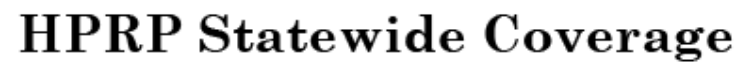


## Eligible Service Areas

- Statewide program
- All sub-grantees must be able to serve outside their proposed service areas

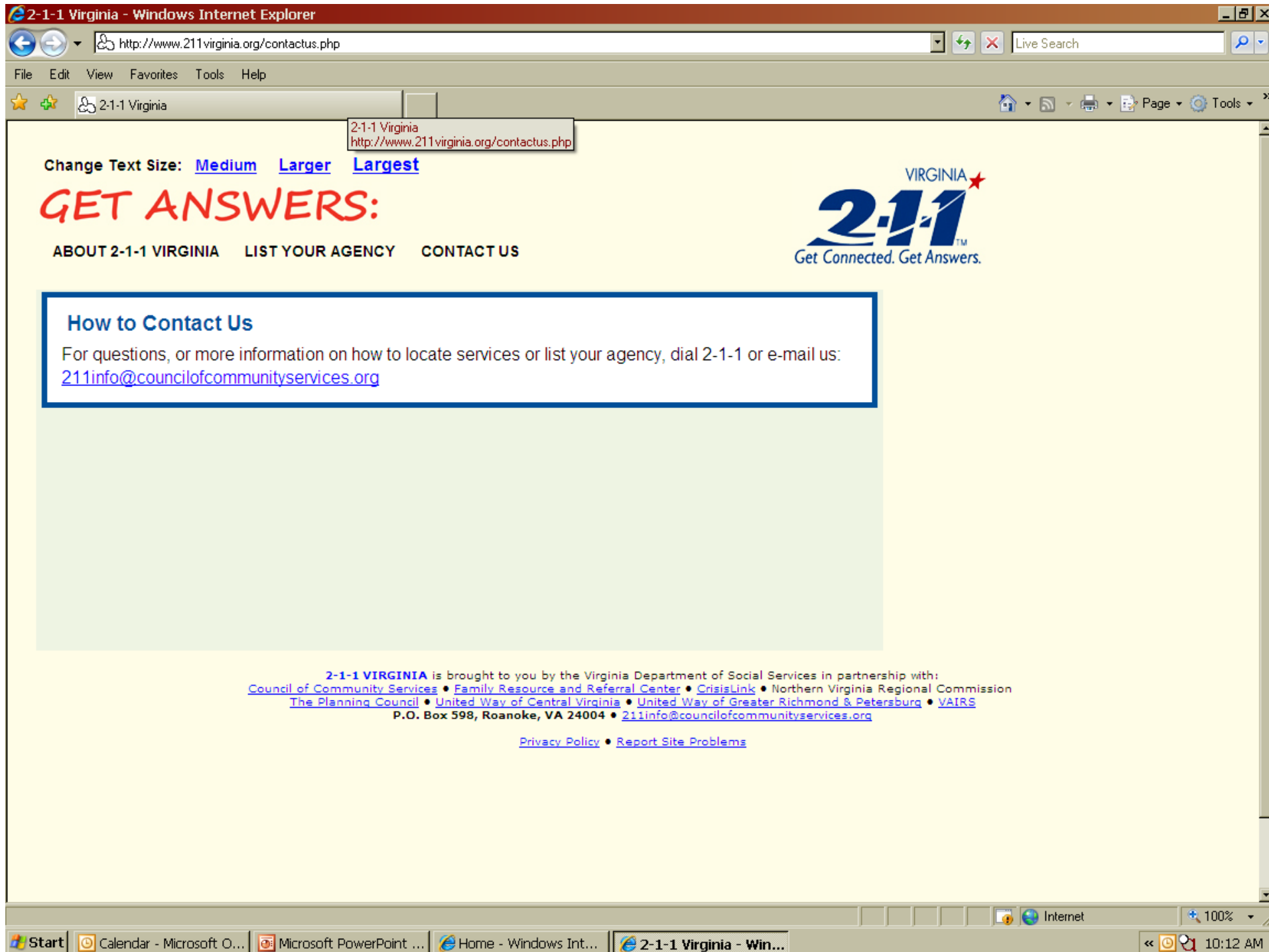






# Outreach and 211 Requirement

- Outreach options
- Agency must maintain up-to-date program information on the Virginia 2-1-1 system
- <http://www.211virginia.org/contactus.php>



# Program Participant Eligibility

- Residency (locality)
- Minimum Requirements
- HPRP Minimum Requirements Form
- Income Eligibility



# Residency - locality

- State goal – to serve the needs across the state regardless of locality
- Competitive application process gave priority (points) to application serving non-entitlement areas
- Some areas (see map) still have no specific sub-grantee coverage
- All must agree to serve outside sub-grantee specified area in order to assure statewide coverage
- Be careful about duplication
- Be sure to coordinate with entitlement HPRP programs as needed



## Target Populations

- Households who would otherwise become homeless (Homelessness Prevention)
- Households who are homeless (Rapid Re-Housing)

***"Homeless but for this assistance..."***



## Program Participant (Client) Minimum Eligibility Requirements

- ☐ Initial Consultation
- ☐ Medium-term assistance (anything beyond 3 months), evaluation and recertification required every 3 months
- ☐ Household at 50% or below AMI
- ☐ Homeless or at risk
  - ✓ No appropriate housing option AND
  - ✓ Lack financial and support network to obtain or maintain housing



## Program Participant Eligibility Homelessness Prevention

- ☐ Minimum Requirements AND
- ☐ At least one high-risk factor OR
- ☐ Two or more moderate-risk factors





# Homelessness Prevention High-Risk Factors

- ☐ Eviction within 2 weeks from private dwelling (includes family/friends)
- ☐ Discharge within 2 weeks institutional stay of at least 180 days
- ☐ Residency in condemned housing
- ☐ Sudden and significant loss of income



## **Homelessness Prevention Moderate-Risk Factors (two or more)**

- ☐ Sudden and significant increase in utility costs
- ☐ Mental health and substance abuse issues
- ☐ Physical disabilities
- ☐ Severe housing cost
- ☐ Homeless in last 12 months
- ☐ Young head of household (under 25 with children or pregnant)
- ☐ Current or past involvement with child welfare
- ☐ Pending foreclosure or rental housing
- ☐ Extremely low income (30% or below AMI)
- ☐ High overcrowded
- ☐ Past institutional care
- ☐ Recent traumatic life event
- ☐ Credit problem that preclude obtaining housing
- ☐ Significant amount of medical debt



## Program Participant Eligibility Rapid Re-Housing

- ☐ Minimum Requirements AND
- ☐ At least one rapid re-housing risk factor

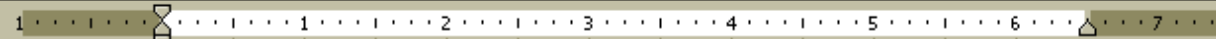


## **Program Participant Eligibility Rapid Re-Housing Risk Factors**

- ☐ Sleeping in an emergency shelter
- ☐ Sleeping in a place not meant for human habitation
- ☐ Institutional stay for up to 180 days but prior stay in shelter or place not meant for human habitation
- ☐ Timing out of transitional housing
- ☐ Victims of domestic violence



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### HPRP Minimum Requirements Form

Head of Household Full Name:

Client Identifier:

Date Completed:

☐ Initial Evaluation

☐ Recertification

If this is a recertification of program participant eligibility, please indicate which recertification:

☐ 3 months

☐ 6 months

☐ 9 months

☐ 12 months

☐ 15 months

*Program participants must identify all subsidy or assistance received within the past eighteen months. Regardless of source, all HPRP assistance (including any HPRP from other sub-grantee or grantee) must be counted toward the 18 month maximum limits by costs category. HPRP assistance must not be provided in the same cost category when subsidies by any other source (e.g., Section 8) are being provided.*

☐ No other subsidy or assistance has been received within the past 18 months.

☐ Subsidy or assistance has been received within the past 18 months. List the source, type of assistance, and period of assistance.

Source	Type of Assistance	Period of Assistance

Comments/Notes:

|





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#### Overall Minimum Requirements for All Program Participants

In order to receive financial assistance or services funded by HPRP, individuals and families — whether homeless or housed — must meet the following minimum requirements. Please check if applicable:

☐ Completed Initial Consultation

☐ Household income based on Section 8 income eligibility standards is at or below 50 percent Area Median Income (AMI). *Include a copy of income eligibility determination printed out from <https://webapps1.hud.gov/hfc/calculator>. This must be signed by program participant. The 2009 Area Median Income Limits are found at <http://www.huduser.org/DATASETS/il.html>*

FY 2009 Income Limit Area	Median Income	50 Percent Income Limits	Number of Person	Program Participant HH Income

☐ The household is either homeless or at risk of losing its housing and meet both of the following circumstances:

☐ No appropriate subsequent housing options have been identified; **AND**

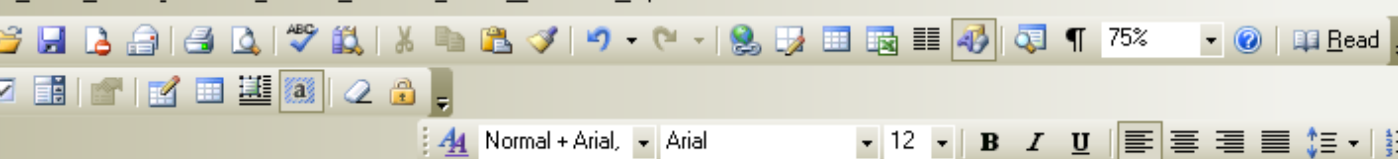
☐ The household lacks the financial resources and support networks needed to obtain immediate housing or remain in its existing housing.

The program participant's household currently meets the HUD definition of homeless:

☐ YES (if yes skip to the Rapid Re-Housing Section —page 4)

☐ NO (Completed the Homelessness Prevention Target Population Section —page 3)





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### Homelessness Prevention Target Population – Minimum Requirements

Sub-grantee programs must provide the appropriate level of assistance to program participants based on overall risk level. In addition to the overall minimum requirements, prevention program participants ***must meet at least one of the high risk factors or two or more of the moderate risk factors*** in order to qualify for prevention assistance through the HPRP. The level of assistance provided must be based on program participant risk factors.

#### High Risk Factors (check all that apply):

- ☐ Eviction within two (2) weeks from a private dwelling (including housing provided by family or friends);
- ☐ Discharge within two (2) weeks from an institution in which the person has been a resident for more than 180 days (including prisons, mental health institutions, hospitals);
- ☐ Residency in housing that has been condemned by housing officials and is no longer meant for human habitation;
- ☐ Sudden and significant loss of income.

#### Moderate Risk Factors (check all that apply):

- ☐ Sudden and significant increase in utility costs;
- ☐ Mental health and substance abuse issues;
- ☐ Physical disabilities and other chronic health issues, including HIV/AIDS;
- ☐ Severe housing cost burden (greater than 50 percent of income for housing costs);
- ☐ Homeless in last 12 months;
- ☐ Young head of household (under 25 with children or pregnant);
- ☐ Current or past involvement with child welfare, including foster care;
- ☐ Pending foreclosure of rental housing;
- ☐ Extremely low income (less than 30 percent of Area Median Income);
- ☐ High overcrowding (the number of persons exceeds health and/or safety standards for the housing unit size);





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If the program participant household is **NOT** currently homeless according to HUD's definition please skip to page 5.

#### **Rapid Re-Housing Target Population – Minimum Requirements**

Rapid Re-Housing assistance is available for persons who are homeless according to HUD's definition. In addition to the overall minimum requirements, individuals and families **must meet at least one of the risk factors (listed below)** in order to qualify for Rapid Re-Housing assistance through the HPRP.

#### *Rapid Re-Housing – Risk Factors*

- ☐ Sleeping in an emergency shelter;
- ☐ Sleeping in a place not meant for human habitation, such as cars, parks, abandoned buildings, streets/sidewalks;
- ☐ Staying in a hospital or other institution for up to 180 days but was sleeping in an emergency shelter or other place not meant for human habitation (cars, parks, streets, etc.) immediately prior to entry into the hospital or institution;
- ☐ Graduating from or timing out of a transitional housing program; and
- ☐ Victims of domestic violence.

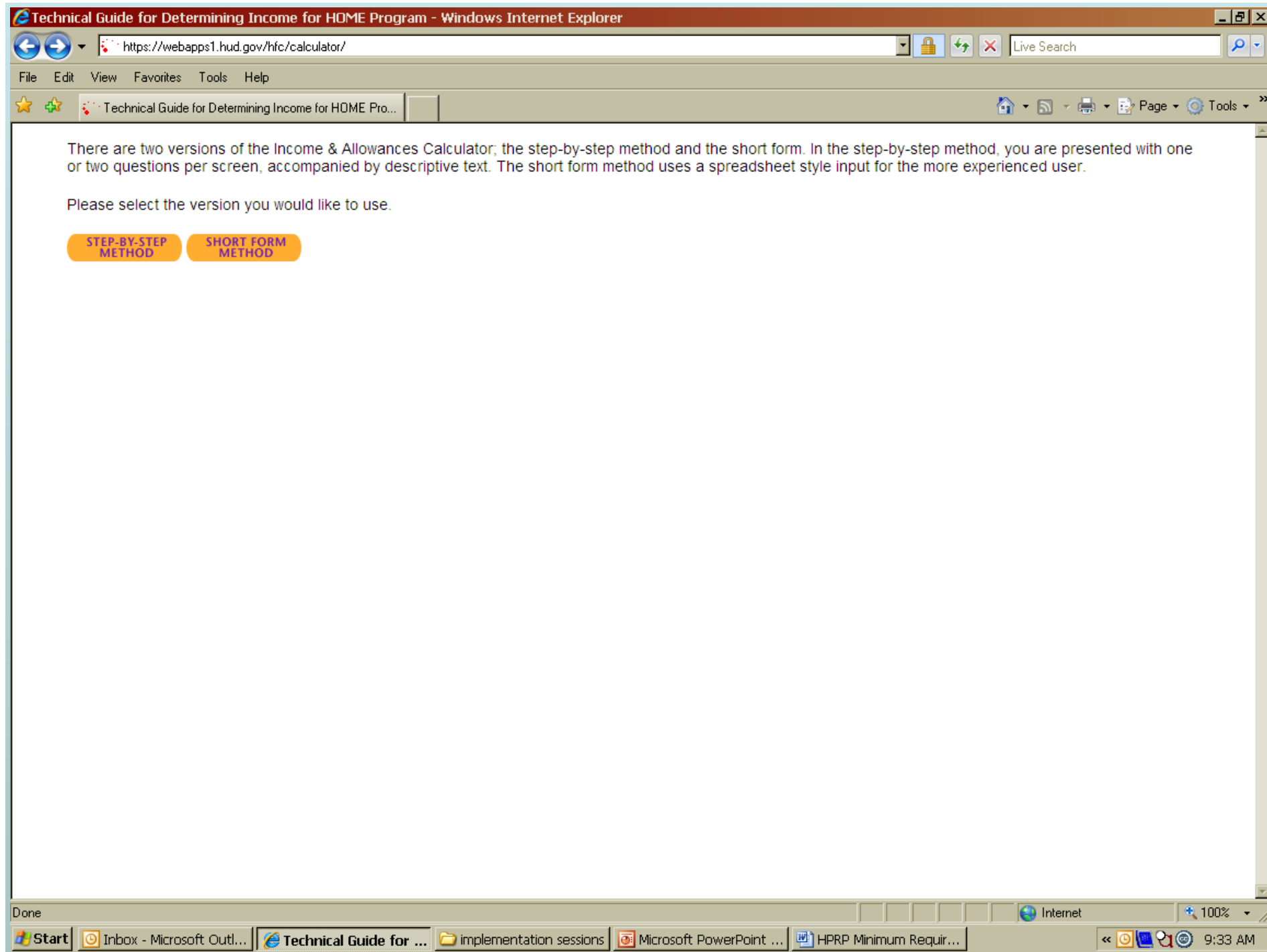




Date:

# Income Eligibility

- Household income based on Section 8 income eligibility standards
- 50 percent Area Median Income (AMI)
- *Include a copy of income eligibility determination printed out from <https://webapps1.hud.gov/hfc/calculator>*
- *This must be signed by program participant*
- *The 2009 Area Median Income Limits are found at <http://www.huduser.org/DATASETS/il.html>*



## Income Calculator Print-out

Thomas, Tonya (DHCD)

To: Austin, Lyndsi (DHCD)

3. Total Cash Value of Assets.....	\$0.00
4. Total Actual Income from Assets.....	\$0.00
5. If line 3 was greater than \$5,000 this amount is Line 3 times 2.0 percent (Passbook Rate)	n/a

## ANTICIPATED ANNUAL INCOME

Household Member	a. Wages/ Salaries	b. Benefits/ Pensions	c. Public Assistance	d. Other Income	e. Asset Income
Mom	\$13,000.00	\$0.00	\$0.00	\$0.00	
Dad	\$15,000.00	\$0.00	\$0.00	\$0.00	
Son	\$0.00	\$0.00	\$0.00	\$0.00	
Daughter	\$0.00	\$0.00	\$0.00	\$0.00	
6. Totals	\$28,000.00	\$0.00	\$0.00	\$0.00	\$0.00
7. Total of items 6a. through 6e. This is Annual Income					\$28,000.00

Based upon the information submitted, the annual income of the **Smith** household

FY 2009 Income Limits Documentation System -- Median Income Calculation for NCNTY51001N51001\*51 - Windows Internet Explorer

http://www.huduser.org/datasets/il/il2009/2009MedCalc.odn?INPUTNAME=NCNTY51001N51001\*5100199999%5EAccomack+County&selection\_type=c

File Edit View Favorites Tools Help

FY 2009 Income Limits Documentation System -- Media...

## The results of the Median Family Income Step by Step Process

### Accomack County Results

- The following are the 2000 Census Median Incomes (as of 1999) for:

Area	2000 Census Median Family Income
Accomack County, VA	\$34,821

NOTE: Since HUD uses area definitions based on the calculation of Fair Market Rents, the 2000 Census Median shown above will not match Census publications as HUD uses special tabulations of Census data specific to HUD's area definitions.

- The mid-1999 to end-2007 update factor is calculated as follows:

Area	ACS Local Median <sub>2007</sub>	Confidence Interval	MoER	Year End 2007 Update Factor	Census Local Median <sub>2000</sub>	Local Factor Calculation	Weight (1-10*MoER)	ACS State Median <sub>2007</sub>	Census State Median <sub>2000</sub>	State Factor Calculation	Weight (10*MoER)	Result
Accomack County, VA	44,864*	3,074	3,074 / 44,864 = 0.0685	(211.680 / 207.342) = 1.0209	34,821	(44,864 * 1.0209) / 34,821 = 45,803 / 34,821 = 1.3154	0.315	69,609	54,169	(69,609 * 1.0209) / 54,169 = 71,065 / 54,169 = 1.312	0.685	(0.315 * 1.315) + (0.685 * 1.312) = 0.414 + 0.899 = 1.313

\* The 2007 ACS Local Median shown here was derived from a special tabulation generated for HUD specific to HUD's area definitions.

- The FY 2009 median family income is estimated as follows:

Done

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# Can sub-grantees serve homeowners?

- HPRP funds may not be used as mortgage assistance
- It may be appropriate to assist a homeowner at risk of homelessness due to a foreclosure
- Rental assistance, deposits, relocation expenses, and housing relocation and stabilization services may be appropriate
- HPRP can never be used for any mortgage related expenses (including but not limited to taxes, insurance, late fees, or attorney fees)

# Can chronically homeless or special needs clients be served with HPRP?

- Chronically homeless persons or individuals and families with multiple problems may not be a good fit for the HPRP program
- HPRP focuses on transitioning HPRP participants into permanent housing relatively quickly
- Use caution when targeting those needed ongoing long-term support beyond the allowable timeframe of the HPRP program
- Sub-grantees must document the specific non-HPRP long-term supportive housing and the date the non-HPRP permanent supportive housing will begin

# Program participant eligibility - Required documentation

- HPRP Minimum Requirements Form
  - supporting documentation
- Income Eligibility Determination (signed print out)
  - supporting documentation
- Chronic/special needs - document the specific non-HPRP long-term supporting housing and the date the non-HPRP permanent supportive housing will begin





## Eligible Activities

- ☐ Financial assistance
- ☐ Housing relocation and stabilization services
- ☐ Data collection and evaluation (HMIS)
- ☐ Administrative costs



## Funding Levels

- DHCD will have a total of \$11,040,512 available for funding
- Competitive Application Process
- Two-year grants
- Year-two contingent on year-one performance
- Based on approved program budget
- Budget revisions
- Budget changes (within cost category limits) are allowed if within 10 percent

HPRP Costs Limits	
<i>Cost Category</i>	<i>Limits as Percentage of Total Award</i>
Financial Assistance	At least 68 percent
Housing Relocation and Stabilization Services	25 percent or less
Data Collection and Evaluation (HMIS)	5 percent or less
Administrative Costs	2 percent or less



## Eligible Activities: Financial Assistance

- ☐ At least 68 percent of grant
- ☐ Third party payments only
- ☐ Assistance should be needs-based (ex. shallow subsidies, payment of 100% rent charged or graduated/declining subsidies)
- ☐ Includes:
  - Short-term rental assistance (limited to 3 months)
  - Medium term rental assistance (4-18 month limit)
  - Security deposits
  - Utility deposits
  - Utility payments
  - Moving costs
  - Motel/hotel vouchers



## **Eligible Activities: Financial Assistance**

- ☐ No mortgage assistance
- ☐ No rent assistance in otherwise subsidized units
- ☐ No rent assistance in units owned by sub-grantee or partner
- ☐ Mobile home rent on pads/lots is eligible
- ☐ Costs to provide financial services (inspection, processing of HPRP assistance checks) are eligible



## **Eligible Activities: Financial Assistance – Motel/Hotel Vouchers**

- ☐ Use caution with motel/hotel vouchers
- ☐ Must be able to document no available shelter beds
- ☐ Very short-term temporary solution only
- ☐ Must have identified and documented permanent housing



## **Eligible Activities: Housing Relocation and Stabilization**

- ☐ No more than 25 percent of grant
- ☐ Includes:
  - ✓ Case management
  - ✓ Outreach and engagement
  - ✓ Housing search and placement
  - ✓ Legal services
  - ✓ Credit repair



## **Eligible Activities: Data Collection and Evaluation**

- ☐ Limited to five percent of grant
- ☐ Reasonable and appropriate costs associated with operating HMIS for the purpose of HPRP
- ☐ Users licenses
- ☐ Staff costs
- ☐ Must go through your local Continuum of Care to access HMIS



## **Eligible Activities: Administrative Costs**

- ☐ Limited to two percent of grant
- ☐ Accounting for use of grant
- ☐ Preparing reports for submission to DHCD or HUD
- ☐ See guidelines for details





## Ineligible Activities

- ☐ Assistance/services available through other Recovery Act programs (i.e. child care and employment training)
- ☐ **MORTGAGE COSTS**
- ☐ Assistance beyond 18 months
- ☐ Other ineligible and prohibited activities:
  - Construction or rehabilitation
  - Credit card bills or other consumer debt
  - Car repair or other transportation costs
  - Travel costs
  - Food
  - Medical or dental care and medicines
  - Home furnishings
  - Pet care
  - Entertainment activities
  - Work or education related materials
  - Cash assistance to program participants
- ☐ Discharge development
- ☐ Certifications, licenses and general training classes
- ☐ Programs may **not** charge fees to HPRP program participants
- ☐ Funds may **not** be directly issued to program participants

***If funds are found to be used for ineligible activities as determined by DHCD, the sub-grantee will be required to reimburse these costs to DHCD.***



## Cautions

- ☐ Some proposals included some possible ineligible activities
- ☐ Sub-grantees must assure that they comply with program guidelines, amendments to program guidelines, and written agreements
- ☐ Clarifications to program guidelines will be ongoing
- ☐ All amendments to the program guideline will posted online and sent via email to sub-grantee contacts
- ☐ The sub-grantee is the responsible party
- ☐ *Please pay attention to these notices*
- ☐ *Please make sure contact information is kept up-to-date*



## Other Requirements

- ☐ Discharge Coordination Planning
- ☐ DUNS Number and CCR
- ☐ Compliance with Fair Housing and Civil Rights Laws
- ☐ Confidentiality



## Other Requirements

- ☐ Conflict of Interest
- ☐ Non-Discrimination and Equal Opportunity
- ☐ Affirmatively Furthering Fair Housing Uniform Administrative Requirements
- ☐ Equal Participation of Religious Organization
- ☐ Drug Free Work Place
- ☐ Termination of assistance
- ☐ Recordkeeping and retention (five years)

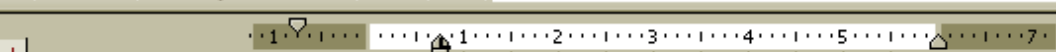
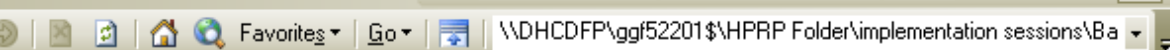


# Other Requirements

- ☐ Monitoring
  - ☐ Sub-grantees/Partners
  - ☐ DHCD/sub-grantees
  - ☐ HUD/DHCD
  - ☐ HUD/sub-grantees
- ☐ HMIS
- ☐ Performance Reports
- ☐ Habitability Standards (required documentation)
- ☐ Lead-Based Paint (required documentation)

# Habitability Standards

- ☐ These standards apply only when a program participant is moving into a new unit.
- ☐ They do NOT apply to persons served with HPRP prevention assistance in an existing unit.
- ☐ Habitability standards do not require a certified inspector.
- ☐ Inspections must be conducted upon initial occupancy.
- ☐ Re-inspected on annual basis for the term of HPRP assistance
- ☐ Anytime a program participant moves into a new unit it triggers the Habitability Standards inspection.
- ☐ Must use Basic Habitability Check List form
- ☐ Must be signed by landlord, program participant, and staff



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## HPRP Basic Habitability Checklist

Unit Address <small>(include street address, city and zip code)</small>	
Landlord/ Property-owner Contact Information <small>(include name, company name, mailing address and phone number)</small>	

	YES	NO
<b>State and local codes.</b> Unit is compliant with all applicable state and local housing codes, licensing requirements, and any other requirements in the jurisdiction regarding the conditions of the structure and the operation of the housing or service.		
<b>Structural and exterior.</b> The unit is structurally sound so as not to pose any threat to the health and safety of the occupants and so as to protect the residents from the elements.		
<b>Access.</b> The unit is accessible and capable of being utilized without unreasonable use of other private properties. The unit has alternate means of egress in case of fire.		
<b>Space and security.</b> Each resident is afforded adequate space and security for themselves and their belongings. Each resident must be provided an acceptable place to sleep.		
<b>Interior air quality.</b> Every room or space has natural or mechanical ventilation. Unit is free of pollutants in the air at levels that threaten the health of residents.		
<b>Water supply.</b> The water supply is free from contamination.		
<b>Sanitary facilities.</b> Residents have access to sufficient sanitary facilities that are in proper operating condition, may be used in privacy, and are adequate for personal cleanliness and the disposal of human waste.		
<b>Thermal environment.</b> The unit has adequate heating and/or cooling facilities in proper operating condition.		
<b>Illumination and electricity.</b> The unit has adequate natural or artificial illumination to permit normal indoor activities and to support the health and safety of residents. There are sufficient electrical sources to permit the use of essential electrical appliances while ensuring safety from fire.		
<b>Food preparation and refuse disposal.</b> All food preparation areas contain suitable space and equipment to store, prepare, and serve food in a sanitary manner.		
<b>Sanitary condition.</b> The unit and any equipment are maintained in sanitary condition.		
<b>Fire safety.</b> Each unit includes at least one battery-operated or hard-wired smoke detector, in proper working condition, on each occupied level of the unit. Smoke detectors are located, to the extent practicable, in a hallway adjacent to a bedroom. If the unit is occupied by hearing-impaired persons, smoke detectors have an alarm system designed for hearing-impaired persons in each bedroom occupied by a hearing-impaired person.		
<b>Fire safety.</b> The public areas of all units must be equipped with a sufficient number, but not less than one for each area, of battery-operated or hard-wired smoke detectors. Public areas include, but are not limited to, laundry rooms, community rooms, day care centers, hallways, stairwells, and other common areas.		

Agency	
Agency Name	Agency Staff Name
Signature	Date

Tenant	
Name	Date
Signature	

Landlord / Property-owner	
Name	Date
Signature	



# Lead-Based Paint Visual Assessment

- ☐ Applies to ALL housing occupied by families receiving assistance through HPRP
- ☐ Must be conducted by trained staff:
  - ☐ <http://www.hud.gov/offices/lead/training/visualassessment/h00101.htm>
  - ☐ Take about 20 minutes to complete training
- ☐ Lead-Based Paint Visual Assessment form must be completed for all program participants
- ☐ Not all will require a onsite visual assessment. Not required for:
  - ☐ If property built after 1978
  - ☐ No children under six will be in household
- ☐ Initial and periodic inspections
- ☐ Must be signed by landlord (if visual assessment is required), program participant, and staff







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Lead-Based Paint Visual Assessment	
<p><i>All units in which HPRP program participants reside are subject to Lead-Based Paint requirements. This form must be completed and included in each program participant file. Individuals completing this form must complete the online HUD <a href="http://www.hud.gov/offices/lead/training/visualassessment/h00101.htm">http://www.hud.gov/offices/lead/training/visualassessment/h00101.htm</a> training.</i></p>	
Program Participant Name: <input type="text"/>	
Property Address: <input type="text"/>	
Property Owner Name: <input type="text"/>	
Check all that apply:	
<input type="checkbox"/> Property was built after 1978      Year Property Built: <input type="text"/>	
<input type="checkbox"/> No child under 6 lives with program participant	
<input type="checkbox"/> Property is zero bedrooms, SRO housing, elderly housing	
<input type="checkbox"/> Property has been tested and determined to not to contain lead-based paint (attach documentation)	
<input type="checkbox"/> Property has had lead-based paint hazards removed (attach documentation)	
<input type="checkbox"/> If any items are checked above, no visual assessment is required. Please include appropriate signatures (agency and program participant) and dated.	
<input type="checkbox"/> No items are checked above (Visual Assessment required)	
Interior: Is there any peeling, chipping, chalking, or cracking paint?  <input type="checkbox"/> YES <input type="checkbox"/> NO	Interior: Deterioration exceeds the de minimis level?  <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
Exterior: Is there any peeling, chipping, chalking, or cracking paint?  <input type="checkbox"/> YES <input type="checkbox"/> NO	Exterior: Deterioration exceeds the de minimis level?  <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
Common Areas: Is there any peeling, chipping, chalking, or cracking paint?  <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA	Common Areas: Deterioration exceeds the de minimis level?  <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA





# Reporting, Data Collection and HMIS

- ☐ Due now:
  - ☐ HMIS certification (September 16)
  - ☐ Signed contract (September 30)
  - ☐ Revised program budget (October 5)
  - ☐ Revised program design - outreach, targeting, method for determining level of assistance (October 5)
  - ☐ Initial allocation request (October 5)
  - ☐ Most recent audit (if we don't already have this - October 5)
  - ☐ Initial Quarterly Report (October 5)
    - ☐ Sub-grantee data
    - ☐ Projected numbers served by target population and cost category
- ☐ HPRP Quarterly Report (1/5; 4/5; 7/5; 10/5) includes:
  - ☐ Client level HMIS data
  - ☐ Expenditures by cost categories and target population
  - ☐ Outcome data – housing status and entry and exit
  - ☐ Reimbursement request



# HMIS Administrator

- Provides access to ServicePoint which is a required HMIS
- Provides initial training and support to system
- Provides technical assistance to grantees to ensure high data quality
- Provides monthly data quality reports for HPRP data compliance
- Provides HPRP data for quarterly reports



# HPRP Sub-grantee

- Required to regularly enter client data into HMIS
- Ensure compliance with data entry requirements
- Required to provide agency point-of-contact to verify data and address any data quality issues in a timely manner
- Verify quarterly reports for QPR



# HPRP – Reporting to HUD

- DHCD will have 10 calendar days to review, aggregate, and submit the Quarterly Performance Report (QPR) to HUD.
- Note that only a small amount of data for the QPR comes from HMIS.
- All client data must be entered into HMIS by the last day of the quarter.
- On the 1<sup>st</sup> day of the new quarter, Homeward will run the HMIS data grantees need for the QPR and email it to designated recipients.
- Grantees will have three business days to verify the information on the reports and let Homeward know if there are problems.
- Upon request, Homeward will re-run the HMIS data needed for the QPR and email it to designated recipients.



# Contacts

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HCIS Training and Support Manager

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# Monitoring

- ☐ Dedicated DHCD staff - HPRP program administrator
- ☐ HUD and DHCD will be monitoring
- ☐ Sub-grantee is responsible for assuring and monitoring any partner's performances
- ☐ Must be prepared to make program records available
- ☐ Programmatic Monitoring
- ☐ Financial Monitoring
- ☐ Currently scheduling monitoring





HPRP – Important Dates	
September 30, 2009	Signed contracts, etc....
October 5, 2009	Initial Report Due
January 5; April 5 July 5; October 5	Quarterly Reports Due (2010 and 2011)
September 2010	Second year funding review (should be at 50 percent expended)
September 30, 2011	End of award period



U.S. Department of Housing and Urban Development

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**Homelessness Prevention and Rapid Re-Housing Program (HPRP)**

On February 17, 2009, President Obama signed the American Recovery and Reinvestment Act of 2009, which includes \$1.5 billion for a Homelessness Prevention Fund. Funding for this program, called the Homelessness Prevention and Rapid Re-Housing Program (HPRP), is being distributed based on the formula used for the Emergency Shelter Grants program. For more information on HPRP, please review the featured links below.

**HUD Notices and Forms****HPRP Notice:**

- [Notice of Website Availability: Allocations, Application Procedures and Requirements for Homelessness Prevention and Rapid Re-Housing Grantees](#) (PDF)
- [Homelessness Prevention and Rapid Re-Housing Program \(HPRP\) Notice: Corrections and Clarifications](#) (PDF)
- [Revised HPRP Notice, Redline with Corrections \(issued 6-8-09\)](#) (PDF)

**Substantial Amendment Forms:**

- [HPRP Substantial Amendment Form \(HUD-40119\)](#) (Microsoft Word format)
- [HPRP Substantial Amendment Form \(HUD-40119\)](#) (PDF)
- [HPRP Certifications](#) (PDF)
- [General Certifications](#) (PDF)
- [SF-424](#) (Microsoft Word format)

**Data Collection and Reporting:**

- [HPRP QPR Data Elements - OMB Approved 6-16-09](#) (PDF)
- [HMIS Data Standards - Revised July 2009](#) (PDF)
- [Federal Register Notice of Submission of Proposed Information Collection to OMB](#) (PDF)
- [Instructions on Initial and Quarterly Performance Reports](#) (PDF)
- [Subgrantee List Template FINAL](#) (XLS)

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## Q & A





### HPRP Contract Information

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